

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
August 20, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 20, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:** Chairman Lapp, Vice Chairman Stublely, Secretary Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held July 16, 2015, were reviewed and approved as written with a motion by Stublely, seconded by Heck and carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of July 31, 2015 (See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 51 on the waiting list for 1 bedroom units and 5 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Manager Olson reported that the funds have been received for the elevator power unit update and BraunThyssenKrupp has been paid. The power unit will be installed the week of August 31, 2015.

Manager Olson has contacted Mather's for a quote to reside the shed near the dumpster. After the residing is completed, the dumpster enclosure will be painted to closely match the shed color.

Quotes have been received from D.M. Ketterhagen for door and trim replacement as follows:

1. Replace the trim surrounding the door on the west entrance of the building - \$360.00
2. Replace the exterior door on the south side of the building - \$4,408.90
3. Replace the exterior door on the east side of the building - \$4,408.90

A motion was made by Heck and seconded by Iselin to accept the bids as quoted with the work to be done in the near future after the MPR finances are finalized, motion carried unanimously.

Manager Olson reported that the air conditioning unit in the second floor lounge is no longer functioning properly. She stated that a new unit would cost \$814.00. After discussion with board members, a motion was made by Merten, seconded by Heck to purchase a 12,000 BTU wall unit but this purchase will probably not be completed til next spring due to the fall and cooler weather just around the corner.

She also stated the need for a new A/C unit in the Community Room. She will research options and possibly wait til spring to take action on this also.

Manager Olson received bids from various companies regarding fire alarm monitoring. Three of the companies whose bids are being considered and discussed include:

1. Guetzke & Associates – Installation fee of \$450.00, an annual fee of \$480.00 for monitoring. No phone line needed to be installed.
2. Fox River Fire & Safety – Installation fee of \$419.95 and a monthly fee of \$30.00. RVM would need to install a separate phone line for the service.
3. TYCO – 3 various options, prices ranging from \$12,585 to \$14,809.20 annually.

Manager Olson will request references from Guetzke customers in the Burlington area.

A quote from Koch Kuts was received in the amount of \$890.00 for complete removal of 3 trees with needle cap that includes grinding the stumps. They provided an additional quote of \$425.00 for laying top soil and re-seeding in these areas where the trees will be removed.

Manager Olson will obtain additional bids regarding this work.

#### **(MPR Update)**

The inside areas of RVM have been painted with the exception of the stairwells. The speakers and the amplifier have been installed in the community room.

New vestibule doors were installed and need paint as well as the trim needs to be finished.

The laminate has been fixed in 3 of the apartments. The carpenter will come and finish the rest of the punch list.

Manager Olson will continue to look into purchasing furniture for the common areas.

#### **COMMUNICATION**

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

## **NEW BUSINESS**

Pat Bayer from Housekeeping notified Manager Olson of her decision to retire effective immediately. A motion was made by Heck, seconded by Merten to hire Sarah Guard on a temporary basis to fill the housekeeping position at \$12.50 per hour. The part-time position will be posted in the paper. A retirement party for Pat will be held in the future upon her availability.

Our insurance policy through Local Government Property Insurance Fund will up for renewal in spring of 2016 and the rates are expected to increase. Manager Olson will research other companies for comparison rates and coverage.

## **UNFINISHED BUSINESS**

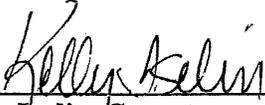
Manager Olson and board members again discussed the need for changes to the Management Plan. She will contact Rural Development regarding the changes needed and/or what is allowed.

## **OTHER BUSINESS:**

There were no resident comments.

## **ADJOURNMENT**

There being no further business, motion to adjourn was made by Stublely, seconded by Merten and carried unanimously. Meeting adjourned at 7:53 P.M. The next monthly meeting has been tentatively scheduled for September 16, 2015 at 6:00 P.M.

  
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Kelly Iselin, Secretary

